1ID PAM 1-201 COMMAND INSPECTION CHECKLIST		

FUNCTIONAL AREA: Maintenance	CHAPTER: 12 SECTION: B	DATE OF REVISION: 1 SEP 02
PROPONENT/PHONE NO: G4 350-6172/6133	PROGRAM/ACTIVITY/TOPIC (PAT) ULLS, PLL, TAMMS Forms and Records	UNIT INSPECTED/DATE:

ITEM	GO	NO-GO
1. ULLS System (V-CORPS MESSAGE APR 96, 1ID REG 750-1, Appendix L)		
a. Any unauthorized software on the system will result in automatic NO-GO for ULLS, PLL, TAMMS Forms and Records. (i.e., VIEWULLS on hard drive or on disk, games, windows, etc.)		
b. Diskettes. Stored and labeled properly or IAW Supporting Unit SOP. (i.e., unit, DODAAC, UICs and date)		
2. Forms and Records (DA PAM 738-750, 1ID REG 750-1, End Users Manual) All required Forms and Records maintained IAW DA PAM 738-750 and the EUM. Forms and records replaced by ULLS will not be used. Is the unit using any Manual forms (i.e. DA Form 2404, 2407/5504, etc.)		
a. DA Form 5988-E Maintenance and Inspection Worksheet (DA PAM 738-750, par 1-8)		
1. Three (3) or more 5988-E's with faults annotated and no corrective actions, (i.e. parts on request, work order).		
2. Proper status symbols entered to indicate condition of equipment.		
3. Generic maintenance faults listed which do not accurately identify fault on equipment.		
4. Scheduled inspections and test information missing and / or not correctly entered.		
5. Equipment enrolled in low usage program, that exceed the criteria established in DA PAM 738-750, par 3-3e.		
6. Publications information correctly entered from the current DA PAM 25 30.		
b. DA Form 5990-E Maintenance Request (DA PAM 738-750, Chap. 12, par. 1		
1. 5990-E's on hand for items with open job orders.		
2. Suspense file for closed 5990-E's established and maintained IAW DA PAM 738-750. (i.e. 90 days on file)		
3. Maintenance Request Register current (i.e., closed work orders not closed in ULLS).		
c. Dispatching (DA PAM 738-750, Chap.12, par12-6; 1ID 750-1, Appendix L, EUM)		
1. Dispatchers designated in writing by commander.		
2. Dispatch purged control log retained on file for 30 days or until released by investigating officer in the event of an accident.		
3. Dispatch time of return is 48 hours beyond the expected time of return for 3 or more pieces of equipment.		
4. Proper dispatching procedures used (i.e. using incorrect operator permit numbers).		
d. Services Process (DA FORM 738-750, EUM, 1ID REG 750-1, appendix L)		
1. All required services and organizational lubes listed for all pieces of equipment.		
2. Any equipment service overdue.		
e. Equipment Data File (EDF) (DA PAM 738-750, Chap. 12-4; EUM)		

ITEM	GO	NO GO

1. EDF lists all equipment requiring scheduled services, tests, and or inspections.
2. Current EDF hard copy maintained on file.
f. Equipment Control Record Form (DA 2408-9 Acceptance) (DA PAM 738-750, par. Chap. 12, par 5-6)
1. DA Form 2408-9 established and on file for required equipment.
2. All required information properly entered (i.e. installation kit).
g. Equipment Records Folders (DA PAM 738-750, Chap. 12-7; 1ID REG 750-1)
1.   All folders have required forms or records. (i.e. AR 385-55, SF-91, DD Form 518 (2ea), and Brake Test Results DA Form 2404).
2. Any folders missing for equipment requiring a dispatch.
h. DA Form 2408-4 (DA PAM 738-750, Chap. 12, par 5-3)
1. DA Form 2408-4 on hand for all required equipment.
2. DA Form annotated IAW DA PAM 738-750.
 	
3. AOAP (DA PAM 738-750, Chap.4, par. 1-5)
  *a.   Commanders are ensuring equipment requiring enrollment in AOAP is enrolled (i.e. equipment/components missing).
  *b.   Feedback is send when sample recommendations are received from lab.
  b.   AOAP representatives are school trained with a copy of certificate on file.
  d.   Oil sample intervals are followed (i.e. no delinquencies).
  e.   AOAP monitor appointed in writing by Commander.
  f.   Last monthly print out on file from the lab.
  g.   Special services updated in ULLS established on the AOAP print out (i.e. "Z's").
 	
4. Class IX
  a.   Document Control Register/PLL (AR 710-2, DA PAM 710-2-1, 1ID REG 750-1, appendix. L).
    1. Excess parts are not on requisition.
    2. Perform DCR purge process monthly with current copy on file.
    3. DCR purges maintained on file for two (2) fiscal years.
    4. DCR purges filed in sequential order.
    2.   Exception report authenticated by commander or designated representative prior to transaction diskette being processed through the SSA.
    3.   Documents with an extended dollar value authenticated by the Battalion Executive Officer. (i.e. over $2000.00)
    7. Commanders Financial Transaction List (CFTL) on file for 1 year.
    8. Commanders Financial Transaction List in sequential order.
  * 9. PLL list on file, and authenticated by the commander.
  *10. PLL inventory is 90% or greater; with on-hand quantity and correct in the ULLS-G system. (i.e. storage location invalid).
  *11. PLL items stored to prevent damage and properly secured in locations.
  *12. Only serviceable PLL on hand.
  *13. PLL shortages on valid requisition (i.e. PLL zero balance below 10%).
  *14. PLL inventory filed and authenticated (i.e. person conducting, person verifying).
  *15. PLL lines on hand that do not meet the demand criteria, (more than 15 lines of non-demand supported PLL).
  *16. No more than 150 lines on PLL.
  *17. Non-demand supported lines approved by the first general officer. (15 lines max)		

ITEM	GO	NOGO

*18. PLL inventory list with correct stockage code. (CS/DS only)
*19. Storage and security of Class IX. (i.e. bulk area).
20. Demand Analysis Process. Demand Analysis processed quarterly and on file.
21. Last two consecutive Due Out Reconciliation listings on file. (i.e. reconciliation above 90%).
22. Due out reconciliation properly annotated (i.e. signed by commander/designated representative).
23. Outstanding A51, D6K, and D6S requisitions on the ORILS Report.
24. ORILS Report on-hand and filed in sequential order.
25. Proper requisitioning procedures (i.e. request for bulk issue and or repair parts are not against hand receipt #'s) and does not meet prescribed criteria.
26. Parts Received Not Installed. Excess repair parts on hand or not installed.
27. Excess Management Report. (i.e. due-in with invalid due-out).
28. Common Hardware with a dollar value over $25 not maintained. (QSS)
29. Common Hardware stock separate from PLL.
30. Common Hardware inventory matches on hand quantities.
5. Administrative. (DA PAM 738-750, AR 710-2, DA PAM 710-2-1, 1ID REG 750-1)
   a. Assumption of command orders on hand for current commander.
   b. Memorandum or 1687's established for submitting high priority requisitions and job orders.
   c. Document number assignment memorandum, on hand from S4.
   d. Current SOP lists specific times for all ULLS functions. (i.e. drivers training, NBC/ arms room, dispatching).
   e. Log for computer malfunctions, disk control and computer PMCS on hand.
   f. Files. Filing system IAW AR PAM 25-400 2, (MARKS).
   g. ULLS system security. All user ID's and passwords assigned for each operator.
   h. All users delegated in writing by the commander to access the ULLS system.
 	
Items denoted with (*) are required checks IAW the Management Control Plan (MCP)
 	
Rating Standard (Functional Area – ULLS, PLL, TAMMS Forms and Records)
 	
ULLS System………………………………………………………………GO/NOGO
 	
All other section points are determined as follows:
 	
Point Value per Question (1.43) x Total Applicable NO ?GO Questions
 	
Total Applicable NO GO Questions – 100 Points = Score
 	
Inspector's Comments Mandatory for all NO GO items. (Attach additional sheets if necessary.)		

NOTES:

VERIFICATION

X_____
Unit POC's Signature, Name Rank, Date

X_____
Inspector's Signature, Name Rank, Date